



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
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LYNN T. BESHEAR
COMMISSIONER

SHELIA T. PENN
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Administrator IV **NUMBER:** 18-01

JOB CODE: A2500 **DATE:** January 12, 2018

SALARY RANGE: 79 (\$50,119.20 - \$76,348.80) **POS.#:** 8802016

JOB LOCATION: Bryce Hospital

MINIMUM QUALIFICATIONS: Master's degree in Social Work, Psychology, Rehabilitation, Health Science or other health-related field. Experience (24 months or more) in the mental health field, including some experience (12 months or more) in the area of supervision.

OR

Bachelor's degree in Social Work, Psychology, Rehabilitation, Health Science or other health-related field. Considerable experience (48 months or more) in the mental health field, including experience (24 months or more) in the area of supervision.

KIND OF WORK: Establishes, in conjunction with clinical management team, overall clinical programs, policies, and procedures for a program at Bryce Hospital. Coordinates all administrative and clinical aspects of the program as well as those necessary relationships between programs and departments. Assures that programs/activities are carried out on a regular basis by regular monitoring and by scheduling in an orderly fashion. Assures that age appropriate programs are made available for the patients on the program. Reviews/approves/disapproves all leave with available professional coverage on the program. Responsible for staffing on the program in conjunction with the appropriate discipline head. Collects and retrieves data on the program operations as needed including performance improvement. Assures that the patient population is properly placed within the program structure in accordance with the program plan as well as the Individualized Treatment Plan and evaluates the effectiveness of patient's treatment program. Responsible for the overall day to day functions of the program including physical plant and condition of the environment. Participates in hospital and department meetings and on various committees. Represents the program in community contacts, meeting and educational events. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Medicare and the Joint Commission standards. Ability to plan, organize, and prioritize work activities. Knowledge of management and supervision principles and concepts. Ability to be objective and fair in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: Use an application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. Applications should be returned to the Bryce Hospital, Human Resources Department, 1651 Ruby Tyler Parkway, Tuscaloosa, Alabama 35404 by **UNTIL FILLED** in order to be considered for this position. An official copy of your academic transcript from the university or college from which you received your degree is required and must be forwarded by the college or university to the Human Resources Department at the above address.

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”